

RECORD OF PERFORMANCE QUALIFICATIONS
QM

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING

QUARTERMASTER (Rev. 1/98) – Effective beginning May 00 SWE

ABBREVIATION

QM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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<p>Administration & Training</p> <p>4.01 CORRECT and MAINTAIN navigation-related publications in accordance with procedures outlined in National Imagery and Mapping Agency CAPT2 Vol.1U (NIMA) using effective CG Local Notice to Mariners and NIMA Notice to Mariners.</p> <p>4.02 CORRECT and MAINTAIN charts as required by the Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), in accordance with unit operating procedures and as outlined in National Imagery and Mapping Agency CAPT2 Vol. 1U (NIMA) using effective CG Notice To Mariners, Chart No. 1(Nautical Chart Symbols & Abbreviations). Correct electronic charts, if applicable, in accordance with manufacturer guidelines and unit standard operating procedures.</p> <p>4.03 IDENTIFY and EXPLAIN major symbols used on nautical charts using Chart No. 1.</p> <p>4.04 EXTRACT and APPLY data contained in the following publications: Coast Pilots, Sailing Directions, Light Lists, List of Lights, Fleet Guides, Tide & Tidal Current Tables, World Port Index, Distance Between Ports, and Local Notice to Mariners.</p> <p>4.05 DETERMINE Nautical Chart and Publication requirements for a cutter in accordance with Nautical Chart and Publication Allowance for Cutters (COMDTINST M3140.5 series).</p> <p>5.01 HANDLE and STOW classified and or accountable materials in accordance with the Information Security Program (COMDTINST M5510.21 series).</p> <p>5.02 PROCURE Nautical Charts, Publications and other miscellaneous products using electronic ordering procedures in accordance with National Imagery and Mapping Agency.</p> <p>5.03 PREPARE Abstract of Operations report for cutters in accordance with Abstract of Operations Reports (COMDTINST M3123.7 series)</p> <p>5.04 MAINTAIN unit, department, or division notices, instructions, message traffic, correspondence files, and records in accordance with the Paperwork Management Manual (COMDTINST M5212.12 series) and AREA or District Standard Operating Procedures.</p>		
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<p>5.05 PERFORM duties as department or division training petty officer in accordance with Cutter Training and Qualifications Manual (COMDTINST M3502.4 series).</p> <p>5.06 ORDER supplies as a purchaser using the Procurement Request (4200.1) document in accordance with the Small Purchase Handbook (COMDTINST M4200.13 series).</p> <p>6.01 ORDER supplies using the following procurement methods in accordance with Finance Center Standard operating Procedures (FINCENINST M7000.1series).</p> <ul style="list-style-type: none"> a. Government Commercial Credit Card (VISA/IMPACT). b. Automated Requisition Management System (ARMS) and or Standard Automated Requisition System (STAR). c. Purchase Order/Invoice/Voucher (SF-44). <p>6.02 DISCUSS the guidelines for communicating with the news media and local agencies regarding unit activities in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy of Information Act Manual (COMDTINST M5720.3 series).</p> <p>6.03 PREPARE and SUBMIT a division or department budget that will meet the unit's operations, maintenance and training requirements in accordance with the unit's organization and regulations manual.</p> <p>8.01 REVIEW performance qualifications for accuracy and currency. Submit recommended changes in writing to COMDT (G-WTT) via the QM Force Manager in accordance with the Enlisted Qualifications Manual (COMDTINST M1414.8 series).</p> <p>B. Navigation and Watchstanding</p> <p>4.01 PERFORM duties as helmsman at sea, in restricted waters, and during steering casualties. Acknowledge orders to the helm and make reports to the conning officer, in accordance with the Watch Officer's Guide and Standard Operating Procedures.</p> <p>4.02 PREPARE bridge for getting underway in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series) and unit Standard Operating Procedures.</p>		
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<p>4.03 SOLVE basic maneuvering board problems for course, speed, closest point of approach (CPA) and true wind as outlined in Pub No. 217 (Maneuvering Board Manual)</p> <p>4.04 OBTAIN and RECORD data in the unit log, using standard terminology, phraseology, and abbreviations in accordance with Procedures for the Preparation and Disposition of Cutter Logs (COMDTINST M3123.12 series).</p> <p>4.05 MAINTAIN a navigation plot for a minimum of eight (8) visual or radar fixes in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>4.06 PERFORM a synoptic weather observation and record the data in accordance with the National Weather Service Handbook No.1.</p> <p>4.07 DETERMINE compass course and true course by applying compass corrections in accordance with Bowditch (Pub No. 9).</p> <p>4.08 ACHIEVE a minimum score of 90% on the Coast Guard Institute Navigation Rules (NAVRUL) test.</p> <p>4.09 COMPUTE time of sunrise and sunset using the Nautical Almanac.</p> <p>4.10 DETERMINE zonetime, Greenwich Mean Time (GMT), Coordinated Universal Time (UTC), and Local Mean Time (LMT) in accordance with Duttons Navigation and Piloting or Bowditch (Pub No. 9).</p> <p>4.11 COMPUTE time of Local Apparent Noon (LAN) using the Nautical Almanac.</p> <p>4.12 DETERMINE soundings by Fathometer in accordance with equipment operating instructions.</p> <p>4.13 MAINTAIN a Standard Bearing Book (OPNAV 3530/2) in accordance with Standard Operating Procedures.</p> <p>4.14 COMPUTE gyro error by azimuth and amplitude of the sun, terrestrial range, trial and error using Pub 229 (Sight Reduction Tables for Marine Navigation) and the Nautical Almanac, in accordance with Bowditch (Pub No.9) or Duttons Navigation and Piloting.</p>		
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<p>4.15 PLOT the following navigation information using common navigation plotting instruments in accordance with the Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series) and unit Navigation Standards.</p> <ul style="list-style-type: none"> a. Dead Reckoning Position b Visual Fixes c. Radar Fixes d. Loran/GPS e. Other electronic fixes f. Estimated Position h. Combined fixes: i.e. visual/radar <p>4.16 COMPUTE tides and currents in accordance with applicable tables.</p> <p>4.17 DETERMINE ship's speed of advance and speed over ground in accordance with Bowditch (Pub No. 9) or Duttons Navigation and Piloting.</p> <p>4.18 CONSTRUCT a track line using tactical data (advance and transfer), in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), and Duttons Navigation and Piloting and Bowditch (Pub No. 9).</p> <p>5.01 SOLVE maneuvering board problems in intercept and avoidance as outlined in the Maneuvering Board Manual (Pub No.117).</p> <p>5.02 PLOT a precision anchorage as outlined in Duttons Navigation and Piloting or Bowditch (Pub No. 9).</p> <p>5.03 PERFORM the following tasks on a GPS receiver and or unit navigation system in accordance with the manufacturers operating instructions and the unit standards of operation manuals.</p> <ul style="list-style-type: none"> a. Determine Latitude and Longitude b. Establish waypoints and routes c. Establish alarmed warning areas d. Determine position of man overboard e. Determine cross track error. <p>5.04 PERFORM the duties of navigation plotter in restricted waters in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series) and unit navigation standards.</p> <p>5.05 IDENTIFY stars/planets for sight reduction utilizing the Rude Star Finder and Identifier (HCP-2101-D), Nautical Almanac, and Sight Reduction Tables for Air Navigation (Pub 249).</p>		
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<p>5.06 Reduce a celestial sight of the sun and plot using Sight Reduction Tables for Marine Navigation (Pub No.229).</p> <p>5.07 Conduct a navigation team briefing in accordance with the Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>5.08 ADJUST and ALIGN a sextant in accordance with Bowditch (Pub No. 9).</p> <p>6.01 INTERPRET information contained on a weather facsimile printout in accordance with Bowditch (Pub No. 9)</p> <p>6.02 DETERMINE storm avoidance tactics utilizing weather reports and facsimiles in accordance with Bowditch (Pub No. 9).</p> <p>6.02 PLAN a voyage, which includes both piloting and an ocean passage in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series), and Duttons Navigation and Piloting or Bowditch (Pub No. 9).</p> <p>6.04 CONDUCT a prepared Command Navigation Brief in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>6.05 PASS the Deck Watch Officer's examination in accordance with Cutter Training and Qualification Manual (COMDTINST 3502.4 series).</p> <p>7.01 PERFORM the duties as navigator during a precision anchorage in accordance with Cutter Navigation Standards and Procedures (COMDTINST 3530.2 series).</p> <p>7.02 SERVE as assistant to the navigator by performing a days work in celestial navigation in accordance with Bowditch (Pub No. 9).</p> <p>8.01 CERTIFY as Officer of the Deck underway on any Coast Guard Cutter in accordance with the Personnel Qualification Standards (PQS) (COMDTINST 3502.5 series) and unit requirements.</p> <p>C. Communications</p> <p>4.01 RECOGNIZE all visual signal flags and pennants in accordance with Allied Communication Procedures (ACP-130).</p> <p>4.02 IDENTIFY and EXPLAIN aircraft and surface ship emergency signals in accordance with the International Code of Signals (Pub No. 102).</p>		
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<p>4.02 TRANSMIT and RECEIVE by FLASHING LIGHT, 10 coded groups of 5 Morse code characters in 3 1/2 minutes with 10 allowable errors. Groups shall include 26 letters of the alphabet, numerals 0-9, and the eight punctuation marks. Utilize procedures for transmission of coded groups outlined in ACP 130.</p> <p>4.04 TRANSMIT and RECEIVE by SEMAPHORE, 10 coded groups of 5 semaphore characters in 3 1/2 minutes with 10 allowable errors. Groups shall include all semaphore characters shown in ACP 130. Utilize procedures for transmission of coded groups in accordance with ACP 130.</p> <p>4.05 TRANSMIT and RECEIVE by flashing light and semaphore basic plain language visual message traffic utilizing procedures outlined in ACP 130.</p> <p>4.06 ENCODE and DECODE signals in accordance with International Code of Signals (Pub 102).</p> <p>4.07 TRANSMIT and RECEIVE international and allied flaghoist signals in accordance with Allied Visual Communications Procedures (ACP 130) and International Code of Signals (Pub No.102).</p> <p>4.08 TRANSMIT, RECEIVE and RECORD message traffic via radiotelephone in accordance with procedures outlined in the Radiotelephone Communications, Handbook (COMDTINST M2300.7 (series).</p> <p>4.09 IDENTIFY all the prosigns and their meaning as outlined in ACP 130.</p> <p>4.10 CONSTRUCT commander and collective call signs using type and unit indicators in accordance with ACP 130.</p> <p>4.11 PREPARE and SERVICE a plaindress visual message for transmission by flashing light, semaphore and flaghoist using the proper format in accordance with ACP 130.</p> <p>4.12 DEMONSTRATE proper procedures for logging visual message traffic in accordance with NTP 4.</p>		
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<p>D. Search and Rescue</p> <p>5.01 PREPARE a SITREP for submission in accordance with the National Search and Rescue Manual-Vol. 1 (COMDTINST M16120.5 series), National Search and Rescue Manual - vol. II (COMDTINST M16120.6 series), CG Addendum to the National Search and Rescue Manual (COMDTINST M16130.2 series), applicable Standard Operating Procedures and unit instructions.</p> <p>5.02 EXPLAIN the Maritime Search and Rescue (SAR) Assistance Policy in accordance with the CG Addendum to the National SAR Manual - (COMDTINST M16130.2 series).</p> <p>6.01 PREPARE a Search and Rescue Mission (SARMIS) report in accordance with the Search and Rescue Management Systems Manual (COMDTINST M5230.10 series).</p> <p>6.02 DETERMINE the following SAR data in accordance with the National Search and Rescue Manual - Vol.1 (COMDTINST M16120.5 series), and the National Search and Rescue Manual - Vol. 2 (COMDTINST M16120.6 series).</p> <ul style="list-style-type: none"> a. Datum b. Search Radius c. Search Area e. Sweep Width and Track Spacing to achieve desired probability of detection (POD). <p>6.03 IDENTIFY and EXPLAIN the following search patterns in accordance with the National Search and Rescue Manual - Vol. 1 (COMDTINST M16130.2 series) and the CG Addendum to the National Search and Rescue Manual (COMDTINST M16130.2 series).</p> <ul style="list-style-type: none"> a. Track Line b. Parallel c. Creeping Line d. Square e. Sector <p>6.04 CLASSIFY and TAKE the immediate appropriate action (simulated or actual) in each of the following phases of a SAR incident in accordance with the National Search and Rescue Manual - Vol. 1 (COMDTINST M16120.5 series) and the National Search and Rescue Manual Vol. 2 (COMDTINST M16120.6 series).</p> <ul style="list-style-type: none"> a. Uncertainty b. Alert c. Distress 		
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<p>E. Preventative Maintenance Systems</p> <p>4.01 PERFORM preventative maintenance (PMS) on the following bridge equipment in accordance with manufacture's instructions, or Navy Maintenance Requirement Cards (MRC): including but not limited to:</p> <ul style="list-style-type: none"> a. Azimuth Circle b. Bearing Circle c. Alidade d. Sextant e. Binoculars f. Stadimeter. <p>F. Compass Systems</p> <p>6.01 ADJUST a magnetic compass in accordance with manufacturer's guidelines and or Bowditch (Pub. No. 9)</p> <p>6.02 DETERMINE deviation for a magnetic compass adjustment by each of the following methods:</p> <ul style="list-style-type: none"> a. Visual ranges b. Gyro compass <p>6.03 PREPARE deviation tables as outlined in Bowditch (Pub No. 9).</p> <p>G. Aids to Navigation</p> <p>4.01 DESCRIBE the purpose and characteristics of aids to navigation found in the International Association of Lighthouse Authority (IALA) B and A, Western Rivers and the Intercoastal Waterway buoyage systems, including non-lateral aids, in accordance with the International Association of Lighthouse Authority, Light List, List of Lights or Duttons Navigation and Piloting.</p> <p>4.02 COMPUTE the visibility of a light in accordance with the Light List.</p> <p>5.01 DESCRIBE the procedures for positioning an aid to navigation in accordance with the Aids to Navigation Manual - Positioning (COMDTINST M16500.1 series)</p>		
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<p>5.02 DESCRIBE the information contained in an Aid Positioning Report (APR) in accordance with the Aids to Navigation Manual - Positioning (COMDTINST M16500.1 series)</p> <p>5.03 DESCRIBE the information contained in an Aid to Navigation folder in accordance with the Aids to Navigation Manual - Administration (COMDTINST M5212.12 series), Aids to Navigation Manual - Positioning (COMDTINST M16500.1 series) and District Standard Operating Procedures (SOP).</p> <p>5.04 DRAFT an Aid to Navigation discrepancy message in accordance with the Aids to Navigation Manual - Administration (COMDTINST M16500.7 series), District and Unit SOP.</p> <p>5.05 COMPUTE the following information for an aid to navigation in accordance with the Aids to Navigation Manual – Administration (COMDTINST M16500.7 series) and the Aids to Navigation Manual - Positioning (COMDTINST M15600.1 series).</p> <ul style="list-style-type: none"> a. Accuracy Classification b. Discrepancy Response Factor <p>5.06 PREPARE an Aid to Navigation Information System (ATONIS) Field Information Document (FID) in accordance with the ATONIS (COMDTINST M16500.15 series), and ATONIS Unit Users Manual.</p> <p>H. Honors and Ceremonies</p> <p>4.01 RENDER (actual or simulated) passing honors in accordance with Flags Pennants and Customs (NTP-13) and Chapter 14, Coast Guard Regulations (COMDTINST M5000.3 series).</p> <p>4.02 IDENTIFY personal flags and command pennants for officers in accordance with NTP 13.</p> <p>5.01 DRESS and FULL DRESS ship in accordance with NTP 13.</p>		
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<p>5.02 DISPLAY the following flags and Coast Guard distinctive marks ashore or afloat as outlined in NTP 13 and Coast Guard Regulations (COMDTINST M5000.3 series).</p> <ul style="list-style-type: none"> a. National Ensign b. Union Jack c. Coast Guard Ensign d. Personal Flags e. Command Pennants f. Commissioning Pennant g. Unit Award Pennants. <p>5.03 IDENTIFY the following United States Civil Official flags and Describe the location for displaying as outlined in NTP 13 and Coast Guard Regulations.</p> <ul style="list-style-type: none"> a. President b. Vice President c. Governor of State d. Secretary of Transportation <p>6.01 RENDER side honors in accordance with NTP 13 and Coast Guard regulations.</p>		
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